

Claim 1 (Currently amended) A method for managing the activities of a teleconference meeting comprising the steps of:

- notifying potential participants of a teleconference meeting;
- creating a profile of potential teleconference meeting participants;
- initiating a connection attempt with each participant at ~~a the~~ host and establishing a connection with each participant prior to the beginning of the teleconference meeting;
- monitoring ~~the~~ teleconference related activities occurring during the teleconference meeting, initiating actions in response to events detected and tracking the initiated responses ; and
- generating a report of the activities that occurred during the teleconference ~~telephone~~ meeting at the end of the teleconference meeting.

Claim 2 (Currently amended) The method as described in claim 1 wherein said participant profile creation step further comprises: gathering information about ~~the~~ alternative means for contacting the participant; and placing this information in a storage location for access as needed by the host of the teleconference meeting.

Claim 3 (Currently Amended) The method as described in claim 1 further comprising after said participant notifying step, the step of determining which participants have confirmed availability for the teleconference meeting.

Claim 4 (Currently amended) The method as described in claim 2 wherein the teleconference ~~telephone~~ meeting information comprises a the time of the teleconference meeting, a the date of the teleconference meeting and a the number of participants attending the teleconference meeting.

Claim 5 (Original) The method as described in claim 2 wherein said information gather step further comprising sending each confirming participant a request for alternative contact information.

Claim 6 (Original) The method as described in claim 5 wherein said contact information includes a priority list of alternative contact means of the participant.

Claim 7 (Original) The method as described in claim 1 further comprising the step of building a list of confirmed participants.

Claim 8 (Currently Amended) The method as described in claim 7 further comprising after said list building step, the step of monitoring the confirmed participant list for changes to the gathered alternative contact information of the participant or the participant's availability for the teleconference meeting.

Claim 9 (Currently amended) A method for managing the activities of a teleconference meeting comprising the steps of:

notifying potential participants of a teleconference meeting;

creating a profile of potential teleconference meeting participants;

initiating a connection attempt with each participant at the host;

determining whether the connection attempt was successful;

when there is an successful connection, sending a request to connected participant for a participation identification;

when there is a positive identification, recording the positive identification acknowledgement of a connected participant;

playing back recorded identification acknowledgement at the start of the teleconference meeting such that a participant is identified to other participants;

monitoring the activities occurring during the teleconference meeting, initiating actions in response to events detected and tracking the initiated responses; and
generating a report of the activities that occurred during the teleconference telephone meeting at the end of the teleconference meeting.

~~The method as described in claim 1 further comprising after said call initiating step, the steps of:~~

~~determining whether a successful connection was established with a participant during the call attempt; and~~

~~initiating a call attempt to alternative contact device for that participant when the previous call attempt to establish a connection was unsuccessful.~~

Claim 10 (Currently Amended) The method as described in claim 1 further comprising after said call initiating step, the steps of:

determining whether a successful connection was established with a participant during an ~~the~~ initial call attempt;

authenticating the participant identification when the connection attempt was successful; capturing acknowledgements from connected participants; and

playing back the captured acknowledgements at the start of the teleconference meeting.

Claim 11 (Currently amended) The method as described in claim 1 further comprising simultaneously with said monitoring step, the step of recording the activities of the teleconference meeting.

Claim 12 (Currently amended) A computer program product in a computer readable medium for use in managing the activities of a teleconference meeting comprising:

instructions for notifying potential participants of a teleconference meeting;

instructions for creating a profile of potential teleconference meeting participants;

instructions for initiating a connection attempt with each participant at a ~~the~~ host and establishing a connection with each participant prior to the beginning of the teleconference meeting;

instructions for monitoring teleconference related ~~the~~ activities occurring during the teleconference meeting, initiating actions in response to events detected and tracking the initiated responses and

instructions for generating a report of the activities that occurred during the teleconference ~~telephone~~ meeting at the end of the teleconference meeting.

13. (Currently amended) The computer program product as described in claim 12 wherein said participant profile creation instructions further comprise:

instructions for gathering information about ~~the~~ alternative means for contacting the participant; and

instructions for placing this information in a storage location for access as needed by the host of the teleconference meeting.

Claim 14 (Currently Amended) The computer program product as described in claim 12 further comprising after said participant notifying instructions, instructions for determining which participants have confirmed availability for the teleconference meeting.

Claim 15 (Original) The computer program product as described in claim 13 wherein said information gather instructions further comprise instructions for sending each confirming participant a request for alternative contact information.

Claim 16 (Original) The computer program product as described in claim 12 further comprising instructions for building a list of confirmed participants.

Claim 17 (Currently amended) The computer program product as described in claim 16 further comprising after said list building instructions, instructions for monitoring the confirmed participant list for changes to the gathered alternative contact information of the participant or the participant's availability for the teleconference meeting.

Claim 18 (Currently amended) The computer program product as described in claim 12 further comprising after said call initiating instructions:

instructions for determining whether a successful connection was established with a participant during an ~~the~~ call attempt; and

instructions for initiating a call attempt to alternative contact device for that participant when a ~~the~~ previous call attempt to establish a connection was unsuccessful.

Claim 19 (Currently amended) The computer program product as described in claim 12 further comprising after said call initiating instructions:

instructions for determining whether a successful connection was established with a participant during an ~~the~~ initial call attempt;

instructions for authenticating the participant identification when the connection attempt was successful;

instructions for capturing acknowledgements from connected participants; and

instructions for playing back the captured acknowledgements at the start of the teleconference meeting.

Claim 20 (Currently amended) The computer program product as described in claim 12 further comprising simultaneously with said monitoring instructions, instructions for recording the activities of the teleconference meeting.

Claim 21 (New) The method as described in claim 9 wherein the step of determining whether the connection attempt was successful further comprises attempting to connect with a participant on an alternate contact device from a previously defined list of alternative contact devices provided by that participant when the initial connection attempt is unsuccessful on the device initially contacted device for that participant.